

**ILLINOIS STATE  
UNIVERSITY**  
*Faculty Handbook*  
**2007-2008**



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## PREFACE

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The purpose of the Faculty Handbook is to provide an overview of the benefits, programs, and services available to you and to communicate the general responsibilities and expectations the University has for you as a faculty member. No handbook can anticipate all contingencies, of course, nor can it answer all questions which may arise. This information is intended to be helpful but it should not be regarded as a complete statement of the rights and responsibilities of the faculty.

While every attempt has been made to offer the most current information possible, policies and procedures are continually subject to change. The most current version of University policies and procedures is available on the [Policies web site](#).

The handbook will be updated annually and the most current version will be available on the [Provost's web site](#).

## FOREWARD

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Welcome to the Illinois State University Faculty Handbook. This version is designed to serve as a fast, easy-to-use index of important information about Illinois State University policies and resources for new and continuing faculty members. If you need a quick answer about daily operations, or if you have questions about your employment rights and responsibilities, this web-based Faculty Handbook will save you time, with its summaries and links to complete and up-to-date information sources.

Illinois State University is a many-faceted, intellectually exciting community, and the information in this Handbook will help you participate more fully in the life of this vibrant place. But collegium rests upon a necessary base of understanding—policies, procedures, and regulations—that enables our work to be successful. That base of understanding is indexed here, and I hope you find this Faculty Handbook useful.

Of course, we will update and revise the Handbook to reflect changes in policy and the experiences of readers. Please, if you encounter difficulties with the links or if you have ideas for improving the Handbook, contact Danielle Lindsey ([delinds@ilstu.edu](mailto:delinds@ilstu.edu)) in the Provost's Office.

John W. Presley  
Vice President and Provost

## OVERVIEW OF ILLINOIS STATE UNIVERSITY

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### **Brief History**

Illinois State University was founded in 1857 as the first public university in Illinois. The institution has a long and distinguished history. Among those influential in its establishment were Jesse Fell, who organized the campaign to locate the institution north of Bloomington, and Abraham Lincoln, who drew up the bond guaranteeing financial commitments to the new institution. The university was originally established as a teacher education institution with the name Illinois State Normal University. In 1964 the name was officially changed to Illinois State University, reflecting a broadening of the mission and offerings of the institution.

To learn more about Illinois State University's distinguished history visit [Milner Library](#). [Illinois State University Archives](#), a part of Milner Library, is located in Room 7 of Williams Hall. The ISU Archives was recognized in 1970 as the official repository of University records that have enduring value. The [Illinois Regional Archives Depository](#) (IRAD) may be accessed online.

### **Colleges, Departments and Schools**

[Contact information for Deans, Department Chairs and School Directors](#)

#### **College of Applied Science and Technology (CAST)**

The [College of Applied Science and Technology](#) includes the following departments and schools:

[Agriculture](#)

[Criminal Justice Sciences](#)

[Family and Consumer Sciences](#)

[Health Sciences](#)

[Information Technology](#)

[Kinesiology & Recreation](#)

[Military Science](#)

[Technology](#)

#### **College of Arts and Sciences (CAS)**

The [College of Arts and Sciences](#) includes the following departments and schools:

[Biological Sciences](#)

[Chemistry](#)

[School of Communication](#)

[Economics](#)

[English](#)

[Languages, Literatures and](#)

[Cultures](#)

[Geography & Geology](#)

[History](#)

[Mathematics](#)

[Philosophy](#)

[Physics](#)

[Politics and Government](#)

[Psychology](#)

[School of Social Work](#)

[Sociology and Anthropology](#)

[Communication Sciences &](#)

[Disorders](#) (formerly Speech

Pathology & Audiology)

[Women's Studies Program](#)

#### **College of Business (COB)**

The [College of Business](#) includes the following departments and schools:

[Accounting](#)

[Business Teacher Education](#)

[Finance, Insurance & Law](#)

[Management and Quantitative Methods](#)

[Marketing](#)

[International Business](#)

[MBA Program](#)

### College of Education (COE)

The [College of Education](#) includes the following departments and lab schools:

[Curriculum & Instruction](#)

[Special Education](#)

[Educational Administration and Foundations](#)

[Thomas Metcalf School](#)

[University High School](#)

### College of Fine Arts (CFA)

The [College of Fine Arts](#) includes the following schools and programs:

[School of Art](#)

[School of Music](#)

[School of Theatre](#)

[Program in Arts Technology](#)

### Mennonite College of Nursing

[Mennonite College of Nursing](#) became the sixth college at Illinois State University in July 1999.

### University (Milner) Libraries

The [University Libraries](#) of Illinois State University comprise Milner Library and the University Archives. In addition, the University Libraries maintains a partnership with the Center for Book Culture, hosts the Illinois Regional Archives Depository (IRAD), and provides special services to the libraries of Metcalf Elementary and University High Schools.

### University Governance

The tradition of shared governance at Illinois State University has created, and continues to shape, the University's distinctiveness and excellence.

Together, the Board of Trustees, University Administration, Academic Senate, Administrative/Professional Council, Civil Service Council, Student Government Association and other representative bodies carry out their respective responsibilities and advisory capacities as interdependent constituents committed to the University's mission. (*Illinois State University's NCA Self-Study Report, 2005*)

#### Shared Governance

[Board of Trustees](#)

[Administration](#)

[Academic Senate](#)

[Administrative/Professional Council](#)

[Civil Service Council](#)

[Student Government Association](#)

### Academic Senate

The [Academic Senate](#) and its Faculty Caucus serve as the primary means by which faculty influence University policies regarding appointment, promotion, salary, tenure, curriculum, and admission and graduation standards.

### Educating Illinois – Illinois State University's Strategic Plan

[Educating Illinois](#) incorporates the University's mission, vision, and core values (individualized attention, public opportunity, active pursuit of learning and scholarship, diversity, and innovation). Educating Illinois guides the University during its daily operations and provides a roadmap to the future.

By acting on our values in every respect, Illinois State University will come to occupy a unique position of strength and visibility among the institutions of higher education in Illinois, nationally, and internationally. Illinois State University will continue to be the first-choice public university in Illinois for high-achieving, motivated students who seek an individualized educational experience combined with the resources of a large university.

- **Individualized Attention:** Providing the supportive environment characteristic of a small college through an innovative General Education program, strong student-faculty-staff connections, superior student services, and a focus on each student as an individual, with unique educational needs and potential. Illinois State is a campus dedicated to placing the learner at the center of teaching and scholarship.
- **Public Opportunity:** Assuring students access to the educational, research, and service opportunities characteristic of a large university, including a wide range of high-quality programs, faculty mentors who are scholars and creative artists of repute in their disciplines, and the support of outstanding facilities, technologies, and library resources.
- **Active Pursuit of Learning and Scholarship:** Working with students as partners in their educational development inside and outside of the classroom, so that students come to appreciate learning as an active and lifelong process; contributing new knowledge through research, creative artistry, and other forms of individual scholarship in which all students, faculty, and staff are encouraged to participate.
- **Diversity:** Encouraging community and an informed respect for differences among students, faculty, and staff by fostering an inclusive environment characterized by ethical behavior and social justice that prepares students to be fully engaged participants in a global society; a diverse faculty and staff mentoring a diverse student population, enhancing pedagogical, research, and service functions.
- **Innovation:** Supporting disciplinary excellence and personal growth of students, faculty, and staff through knowledge development and innovative applications in undergraduate and graduate study, pedagogy, research, creative activities, and public service.

Illinois State University will remain the first choice public university in Illinois for high-achieving, motivated students who seek an individualized educational experience combined with the resources of a large public university. The University's goals and highest priorities continue from the original Educating Illinois plan and combine the qualities of a small college with the comprehensiveness, diversity, and national scope of a large public university—Illinois' first public university.

## POLICIES AND PROCEDURES

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Following is information about *select* University policies and procedures; please refer to the [Policies Web Site](#) for a complete listing of all Illinois State University policies, procedures, and guidelines. For information regarding academic policies you may also want to review the current [Undergraduate](#) and/or [Graduate Catalog](#) and the [University Registrar's Web Site](#).

### **Appointment, Salary, Promotion and Tenure (ASPT)**

The policies and procedures for handling appointment, salary, promotion, and tenure matters at Illinois State University provide a system that involves the faculty in the evaluation of professional competence. General policies are set forth in the Governing Policy for the Board of Trustees of Illinois State University.

The present Illinois State University Faculty Appointment, Salary, Promotion and Tenure Policies follow those general policies, and are approved by the Illinois State University Academic Senate. Amendments to and departures from these policies are approved by the Academic Senate and must conform to the Board of Trustees governing policies.

[Current ASPT Document](#)

[ASPT Calendars](#)

A copy of these policies is made available to each new tenure track faculty member at the time of appointment. A current copy that includes any policy revisions is made available to each tenured or probationary tenure faculty member when revisions occur. The University also makes available a calendar guiding the ASPT system to all faculty members.

The ASPT document describes the committees involved in the Appointment, Salary, Promotion and Tenure (ASPT) system and their activities, as well as policies for the appointment of probationary faculty. It also sets minimum levels of achievement necessary for sustained progress in the areas of Promotion, Tenure, Performance Evaluation, and Salary.

Each Department/School designs a document that shapes the criteria of the ASPT document to reflect its own identity, mission, and culture. The Department/School Guidelines are periodically reviewed by the appropriate College Faculty Status Committee (CFSC) to ensure their consistency with the standards given in the University document. Specific tenure promotion, performance evaluation and post-tenure review policies are found in the Department/School Faculty Status (DFSC/SFSC) Guidelines. Appointing, rewarding, and retaining a highly competent faculty is a major responsibility of the University.

### **Code of Ethics – Academic Code**

Membership in the academic profession should mean a commitment to teaching as a profession, and therefore, to attitudes and conduct appropriate to members of that profession. Our Code of Ethics attempts to specify that behavior with reference to the profession itself, to colleagues, students, civil service employees, and the community. The Policies and Procedures web site includes the complete [Code of Ethics](#). Individuals who face ethical questions should contact the University Ethics Officer at 438-8999.

## Teaching and Classroom Management Related Policies

### Textbooks

Illinois State may not enter into an exclusive contract for textbook sales with any one store.

### Accommodations and Services for Students with Disabilities

Illinois State University, as a postsecondary institution, is required to provide reasonable accommodations to students with disabilities. This is mandated by the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act (ADA) of 1990 to make facilities, educational and co-curricular programs, campus activities and employment opportunities accessible to qualified individuals with disabilities.

[Working with Students with Disabilities](#)

[Disability Concerns - Faculty FAQ](#)

All faculty and teaching staff have a responsibility to ensure that each course is accessible. This accessibility is essential and should be considered in the forefront of course and technological planning.

Faculty may receive communications and requests from the Office of Disability Concerns regarding specific students. Faculty should treat all issues dealing with students with disabilities as highly confidential.

### Grades

Faculty members should clearly explain to their students methods of evaluation for the final grade. Since the evaluation process exists to enhance the student's intellectual development, grades and criticisms of papers, projects, and examinations should be returned to the student for inspection and discussion as soon as possible considering the faculty member's other professional obligations.

[Student Privacy and Posting Grades \(pdf\)](#)

### Grade Point Equivalents

A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0.

The 0 value of F as well as WF (Withdrawal Failing) is computed in the students' grade point average. Currently Illinois State University does not use +/- in final grades.

### Academic Progress Alert

The Academic Progress Alert is a report sent to all undergraduate students for each 100 level course in which they are enrolled. Instructors will issue letter grades (A-F) or report that no meaningful grade is available, and provide optional information regarding attendance (satisfactory, unsatisfactory, unable to determine), to the Office of the University Registrar (via the [iCampus Portal](#)), by the published deadline. Students are encouraged to discuss their academic progress with their instructors and advisors.

### Submitting Grades

Grades (Academic Progress Alert and final) are submitted via the iCampus Portal ([www.icampus.ilstu.edu](http://www.icampus.ilstu.edu)).

### Incomplete Grade Policy

Incomplete grades may be assigned to a student who is doing passing work but finds it impossible, because of reasons beyond her or his control (such as illness), to complete the required work by the end of the term. The student must have attended class within three weeks of the close of the semester or within one week of the close of the summer session.

The instructor may specify the time by which the required work must be completed, which may be no later than the final class day of the corresponding term of the following academic year.

### The Pass/Fail – Credit/No Credit Option

If a student chooses to take a course on the Pass/Fail or Credit/No Credit Option, a grade of CT is recorded when the grade submitted by the instructor is A, B, or C. A NC is recorded when the grade recorded is D or F.

For complete details on Policies and Practices please consult the following resources:

[Student-Related Policies \(Policies Web Site\)](#)

[Undergraduate Catalog](#)

[Graduate Catalog](#)

[University Registrar](#)

### Repetition of a Course

If a student completes a course, or drops a course after the tenth day of classes receiving a grade of WX, WP, or WF, he or she may repeat that course once. For students receiving a letter grade of B, C, D, F, or a WF, the course repetition must occur at Illinois State University. Students seeking to repeat a course a second time must obtain permission from their academic advisor who will submit a substitution waiver form to the University Registrar for final approval.

### Withdrawing from a Course(s)

A student may withdraw from a course during the program change period or prior to the tenth scheduled day of classes without the withdrawal being shown on the transcript.

After the tenth day of classes but prior to the end of the eighth week of classes during any regular semester, a student may withdraw from a full semester course with a grade of WX by complying with the following steps:

1. Obtain, complete, and sign a course withdrawal form;
2. Obtain the instructor's signature on the form; and
3. Submit the form to the Student Services and Referral Center, 107 Moulton Hall.

For complete details of the Withdrawal Policies please refer to the [Undergraduate Catalog](#) or consult the Student Services and Referral Center at 438-2188.

### Military Withdrawal

Students who have been activated or deployed for military active duty should complete the Request for Withdrawal form available in the Office of the University Registrar, Student Services and Referral Center, 107 Moulton Hall. The student and faculty member will receive a copy of the withdrawal form. [Military Withdrawal Checklist \(pdf\)](#)

## **Confidentiality of Student Records**

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a Federal law that regulates educational records. FERPA was enacted to give students the ability to see their records and to protect the privacy of the student. The institution's official response to meeting FERPA is outlined as "The Confidentiality of Student Records" which can be found in the current [Catalog](#). It provides the situations in which information can be released and the types of information, such as directory information, that can be released. Directory Information is information that can be disclosed without specific permission. This could include items such as name, address, candidacy for degree, degrees (including date awarded) and awards received, etc. The list of current directory items can be found in the "The Confidentiality of Student Records" section in the current catalog. Some students elect to restrict their directory information. Those that do are coded in the student information system as non-directory information. The names of students who have restricted their record should not appear in newsletters, departmental websites or other public venues.

## **Educational Records**

FERPA defines educational records as any information about a student maintained by the University. This information can be found in many different forms that include handwritten documents, email, digital files and databases. The record should only be accessed by university employees with a legitimate educational need to see the information. Release of anything other than directory information requires the written consent of the student.

## **Posting Student Grades**

You may not post grades by Social Security number (or any variant of that number) or by any other personal identifier (such as University ID or University Logon ID). Please refer to the Student Privacy and Posting grades document ([http://www.provost.ilstu.edu/downloads/posting\\_grades.pdf](http://www.provost.ilstu.edu/downloads/posting_grades.pdf)) available on the Provost's web site for guidelines on how to post student grades.

## **Student Performance**

You may receive calls from parents/guardians, family members or other non-institutional sources regarding student grades or performance. You should refer all such requests to the Office of the University Registrar (438-2289). The Office of the University Registrar will confirm or obtain the required documentation before approving the release of any information. Be aware that the University can only provide parents and family members with information about student records if the student has given the University written permission or if the parent/guardian can prove that the student is legally their dependent. The permission/proof would need to be on file with the Office of the University Registrar.

## **Providing a Reference**

You may not provide a written or verbal reference about a student's educational performance without the written consent of the student.

The penalty for non-compliance with FERPA regulations is the withdrawal of Department of Education funding from the University.

## Course Registration

Students at Illinois State University register via the [iCampus Portal](#). For information about when students register and please visit the [University Registrar's web site](#). Registration assistance for students is available from the Student Services and Referral Center located in 107 Moulton Hall, 438-2188. A student may not attend a class for which they are not properly registered.

## Academic Advisement

- All general students and students who have earned fewer than 24 semester hours are advised in the [University College Academic Advisement Center](#), Fell Hall 340, 438-7604.
- First-year Honors Program participants are advised through the [Honors Program](#), Honors Program Building located on the corner of North and Fell Streets, 438-2559.
- Students with a declared major and over 24 credit hours completed are advised in their department/school. One exception is students in the College of Business, students with majors in the College of Business and 24 or more hours are advised in the [College of Business Advisement Center](#).
- Graduate students in a degree program are advised in their [academic departments/schools](#). Non-degree graduate students may contact the Graduate School for assistance.

## Final Examinations

[Final Examination Policy](#)

Faculty members must clearly explain to their students methods of evaluation for the final grade. Since one of the purposes of the evaluation process is to enhance the student's intellectual development, grades and criticisms of papers, projects, and examinations should be returned to the student for inspection and discussion as soon as possible considering the faculty member's other professional obligations.

The last examination of a course shall not be given during the week prior to the final examination period without the approval of the department chair. It is the responsibility of the students to acquaint themselves with the final exam schedule and to be present at the prescribed time and place unless other arrangements have been made with or by the instructor.

Students who have no more than two examinations scheduled for the same day will be expected to take these examinations as scheduled. A student concerned about having more than two final examinations scheduled for the same day should address this concern prior to finals week.

Faculty who wish to have students verify that they have more than two final examinations scheduled for the same day should have the students request a form verifying more than two finals scheduled for the same day from the Student Services and Referral Center (SSRC), Moulton Hall 107. Students must show a photo ID to obtain the form.

Final exams should be returned to the student or retained for one term, permitting the opportunity for student review with the instructor if the student desires. It is expected that faculty members will collect sufficient data on the performance of students to justify the final grade. Evaluation of students and award of credit must be based on professionally judged academic performance and not on matters irrelevant to that performance such as personality, race, religion, sex, degree of political activism, or personal beliefs.

## Attendance

### Faculty

Faculty members should regularly meet their assigned classes as scheduled. Faculty members who are absent from their duties because of illness or any other reason should report the fact immediately to their department chairperson or school director.

### Sick Leave

Faculty are required to fill out a monthly report of sick leave usage. [Sick Leave Policies](#)

### Office Hours

Faculty members are expected to post and observe a reasonable number of regular office hours, during which time they are available for student conferences. Faculty should announce their office location and hours to their classes. Additional appointment time should be made available when mutually convenient to faculty and students in instances where student schedules conflict with regular office hours.

[Undergraduate Catalog – Academic Policies and Practices](#)

### Students

The attendance regulation of the University is based on two principles. First, students are expected to attend class regularly; and second, students are primarily responsible to the instructor in matters pertaining to class attendance.

Faculty members are responsible for communications to their classes about attendance policy and consequences of student non-compliance with this policy. Every student will be held responsible for class attendance and successful completion of academic work. Attendance regulations are intended to encourage student maturity and are based on the assumption that academic success is the student's primary goal in college.

The University will accommodate, within reason, students whose religious obligations require absence from class. Students who are unable to attend class or take examinations for religious reasons should consult their instructors in advance about alternative arrangements.

[Policy for the Equitable Treatment of Students Participating in University Sponsored Events](#)

The University deeply values and supports the required participation of students in Sanctioned University Activities. Instructors will provide such students with reasonable accommodations for completing missed exams, quizzes, and the like. The Office of the Vice President of Student Affairs will determine Sanctioned University Activities. It is the responsibility of the student to:

1. Inform instructors of scheduled absences in advance,
2. Where possible and as soon as possible, provide a schedule of all semester absences, and
3. Arrange to complete missed classroom work.

Ultimately, students are responsible for material covered in class. In the event of disagreement regarding this policy, the issue will be directed to the appropriate Associate Vice President for Academic Affairs for arbitration.

## Student Conduct

Community Rights & Responsibilities, a function of the Dean of Students Office, is responsible for overseeing the enforcement of the [Code of Student Conduct](#), including all violations of University Regulations, whether taking place on or off campus, involving both individual students and student organizations. The Code of Student Conduct is the document that outlines behavioral expectations for all students of Illinois State University, as well as the processes and procedures to be utilized when it is alleged that a student has acted in a manner inconsistent with established expectations. The Code applies to the academic and social conduct of all students, both undergraduate and graduate, without regard to where the violation takes place. All students, by enrolling at Illinois State University, implicitly accept these standards of behavior and methods of resolution.

[Community Rights & Responsibilities](#)

Phone: 438-8621

Location: 120 [Student Services Bldg](#)

[Classroom Disruption Policy](#)

## Classroom Environment

In order to foster a campus culture that promotes respect and civility, it is important that faculty recognize their responsibility for management of the classroom environment. Faculty members encounter fewer problems with student behavior when they clearly state their expectations about the importance of demonstrating respect in the classroom.

Disruptive classroom behavior by students has become an issue of concern to faculty at colleges and universities across the nation. Community Rights & Responsibilities offers several options for dealing with these issues, including disciplinary referrals, mediation, and informal discussions.

## Classroom Disruption Policy

The primary responsibility for managing the classroom environment rests with the faculty. Students or others who engage in any prohibited or unlawful acts that result in disruption of a class or an unsafe environment may be directed by the faculty member to leave the class for the remainder of the class period. In the event the student individual refuses to leave, he/she will be considered a trespasser and the assistance of the University Police may be requested.

[Faculty Referral Packet for Academic Dishonesty \(pdf\)](#)

The term “prohibited acts” includes behavior prohibited by university policies or the instructor (e.g., smoking in the classroom, persistently speaking without being called upon, refusing to be seated, disrupting the class, etc.). Faculty should provide students with notice of prohibited acts specific or unique to their classrooms, if possible. The lawful expression of a disagreement with the instructor is not in itself “disruptive behavior.”

## Academic Integrity

Illinois State University expects students to be honest in all academic work. A student's placement of his or her name on any academic exercise shall be regarded as assurance that the work is the result of the student's own thought and study. The [Disciplinary Guide for Faculty](#) is designed to assist faculty members in addressing the issue of academic integrity proactively, as well as to better understand the procedures and processes that should occur when there is a violation of academic integrity.

## Research and Scholarly Productivity Related Policies and Procedures

The following policies and committees assist and protect research and scholarly activity.

University personnel assure quality and integrity in their research and publications through self-regulation, adherence to professional standards and ethical codes, and reference to the traditions and collegiality that characterize research institutions.

### Academic Freedom

The Academic Freedom, Ethics, and Grievance Committee (AFEGC), an external committee of the Illinois State University Academic Senate, exists to review potential infractions of the academic freedom policies. [Faculty Academic Freedom Policies and Procedures](#) are available from the University Policies web site.

### Intellectual Property Policy

The intellectual property policies provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to guide the generation of revenue for the University and the creators.

[Intellectual Property Policy](#)

### Research and Sponsored Programs

[Research and Sponsored Programs \(RSP\)](#) assists faculty with research related activities including:

- Grant and contract management
- Grant writing
- External funding opportunities
- Award administration
- Internal grant and award programs
- Training opportunities

The [Research and Sponsored Programs web site](#) includes detailed information about research policy and compliance including:

- Institutional Review Board Policies and Procedures
- Animal Care and Use Policies
- Training opportunities
- Biosafety
- Research Integrity
- Conflict of Interest

[College Research Coordinators](#)

## RESOURCES

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### Academic Calendar

The [Academic Operating Calendar](#), available from the Office of the Provost's web site, is the main resource for university-wide dates and deadlines, including but not limited to:

- Deadlines for professors to submit students' grades
- Deadlines for students to register confirm attendance, submit grades,
- First and last day of classes, holidays and final examination dates
- Faculty hiring and training dates

### Benefits

The University offers a broad range of benefits for faculty and staff. Employees can choose from competitive insurance plans, tuition waivers for themselves and their children and tax-savings option. Also, the University provides sick time, vacation time and other opportunities for employees to take time away from work, when necessary. Human Resources also provides benefits for retirees and assists employees in the process of applying for retirement.

[Human Resources – Benefits](#)

The state of Illinois – [Central Management Services](#) – complete overview of available benefits.

**Campus Events Calendar** [www.calendar.ilstu.edu](http://www.calendar.ilstu.edu)

### Campus Map

In addition to searching or selecting campus buildings and destinations from a menu, the online [Campus Map](#) includes the following:

- A-Z List of Campus Destinations
- A-Z List of Computer Labs
- Directions to Campus
- Exploring our Community
- Printer Friendly Maps

### Catalogs

Undergraduate and Graduate Catalogs include descriptions of academic programs including requirements, course descriptions, General Education program requirements, graduation requirements, admission policies, academic policies and practices and more.

Online (pdf) versions of the current [Undergraduate Catalog](#) and [Graduate Catalog](#) are available.

## Community Resources

- [Town of Normal](#)
- [City of Bloomington](#)
- [McLean County Chamber of Commerce](#)
  
- Community Schools
  - [District 87 schools](#)
  - [Unit 5 schools](#)
  - [Blooming Grove Academy](#)
  - Calvary Baptist Academy: 1017 N. School, Normal, 309-452-7912
  - [Central Catholic High School](#)
  - [Cornerstone Christian Academy](#)
  - Epiphany Grade School: 1002 E. College, Normal, 309-452-3268
  - Hammitt School: 108 E. Willow, Normal, 309-452-1170
  - [Holy Trinity Elementary School](#)
  - [Holy Trinity Junior High School](#)
  - [Japanese Saturday School](#)
  - McLean County Christian School: 510 E. Washington, Bloomington, 309-828-3507
  - [Metcalf School \(Illinois State University Lab School\)](#)
  - [Mulberry School](#)
  - [St. Mary's Catholic Elementary School](#)
  - Scott Center School: 403 South State, Bloomington, 309-827-0374
  - Trinity Lutheran School: 701 S. Madison, Bloomington, 309-829-7513
  - [University High School](#)

## Confidentiality of Data

The University has adopted a comprehensive policy regarding confidentiality of information. In general students, faculty, and/or staff have the right to review, inspect and challenge the accuracy of information kept by the institution unless this right is waived in writing. Information cannot be released in other than emergency situations without the written consent of the individual, except to specific individuals defined by the policy. Visit the Policies web site for the complete [Code of Responsibility for Security and Confidentiality of Data](#) policy.

## FERPA (Family Educational Rights and Privacy Act)

### Curriculum

The University Curriculum Committee is the body that is responsible for evaluating new and revised curriculum proposals that affect the Illinois State University undergraduate curriculum, with new programs begin forwarded to the Academic Senate. Visit the [University Curriculum Committee web site](#) for policies, procedures, forms and deadlines.

The Graduate Curriculum Committee is the committee of the Graduate Council and is responsible for graduate curriculum, regulations and procedures. This committee approves new and revised graduate programs that are forwarded from the colleges, with new programs being forwarded to the Academic Senate. Visit the [Graduate School web site](#) for course and program proposal guidelines, procedures and deadlines.

## **Diversity**

Illinois State University offers a supportive and diverse environment for its students, faculty/staff, and visitors. The [Office for Diversity and Affirmative Action \(ODAA\)](#), located in 208 Hovey Hall, is responsible for administering and monitoring the University's equal opportunity and diversity-related policies and procedures, pursuant to the Civil Rights Act of 1964 as amended, Americans with Disabilities Act and other relevant federal, state and local statutes.

ODAA collaborates with University management and staff to ensure that campus operations, programs and structures comply with these requirements as well as investigates discrimination complaints from faculty, students and staff.

[Diversity Advocacy/Dean of Students Office](#) complements the missions of the University and the Division of Student Affairs by fostering civility and raising cultural awareness in students, faculty and staff. The office facilitates a supportive campus environment in which underrepresented students can flourish academically and socially by participating in programs and taking advantage of services designed to better recruit, educate, and retain them.

## **Employment in Excess of Full-Time Employment**

Faculty do not usually receive compensation for services with the University in excess of the normal workload. The maximum faculty teaching assignment during the regular academic semester involves 12 credit hours. Adjustments are made to accommodate research projects, advising, (e.g., theses or dissertations), administration, service or other responsibilities. Such adjustments must be approved by department chairs/school directors. Buyouts, overloads, extra pay assignments and grant administrative increments also require prior approval by the necessary department/unit heads and deans/vice presidents. Extra pay or overload assignments by faculty will count against the allowable days for secondary employment. View the complete policy on the Policies, Procedures and Guidelines web site: [Employment in excess of Full Time Appointment](#)

## **Equal Opportunity, Discrimination and Affirmative Action**

The Illinois State University is committed to providing equal opportunity and an educational and work environment for its students, faculty, and staff free from any discrimination based on race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era.

The [Office of Diversity and Affirmation Action](#) is responsible for administering and monitoring Illinois State University's Affirmative Action Plan, Plan for Diversity and the equal opportunity/affirmative action policies and procedures. Inquiries about or complaints alleging violation of the University's equal opportunity/affirmative action policies should be directed to the Office for Diversity and Affirmative Action.

## **Faculty Ombudsperson**

The [Ombudsperson](#) informally assists in resolving concerns or problems related to issues of faculty rights and responsibilities; acts as a confidential and informal resource for information, mutual communication channel, and fosters communication between members of the campus community.

## Family Medical Leave Act (FMLA)

Employees of Illinois State University may take up to twelve (12) weeks of paid/unpaid, job-protected leave for certain family and medical reasons. Employees are eligible for this leave if they have worked at Illinois State University for at least one year and have worked at least 1250 hours during the previous 12 months. All approved requests for leave will count toward the 12-week limit if the employee qualifies for an FMLA leave. For [FMLA](#) related questions or to obtain an application please contact [Human Resources](#) at 438-8311.

[University FMLA Policy](#)

A leave may be granted for any one, or more, of the following reasons:

1. To care for a newborn child after birth or for placement for adoption or foster care;
2. To care for the spouse, domestic partner, child, or parent with a serious health condition;  
or
3. For a serious health condition that does not allow the employee to perform the duties of his/her job.

## iCampus Portal

The [iCampus Web Portal](#) is the one stop for students and faculty to satisfy all their campus information needs. Log in with your ULID and password to gain access to an array of features, including:

- E-mail
- Course Information
  - My Class List
  - My Online Grade Submission
  - My Online APA Grade Submission
  - Class Directory
- Benefits
  - My Leave Benefits
  - My Insurance Benefits
- Updates
  - Update My Address
  - Change My PIN #
- Financial Info
  - Redbird Card
  - Recent Transactions
  - Report Card Lost or Found

## Parking

All vehicles occupying University parking facilities during posted hours, other than in metered spaces and visitor pay lots, must display a valid and appropriate parking permit/decal. Each employee or student may apply for one permit only. One exception is that a motorcycle decal may be purchased in addition to a vehicle permit. Other exceptions to basic regulations may be considered on an individual basis.

Permits are obtained at the [Office of Parking and Transportation](#), 709 N. Main Street, Normal, Illinois. Permits are sold only by Parking & Transportation; purchase from any other source voids the permit. Payroll deduction is available. Permits may not be resold to a second party. Parking & Transportation reserves the right to revoke parking privileges for any violations.

## Payroll

Payroll is responsible for handling and dispersing University employee wages and salaries including payroll deductions. The [Illinois State University Payroll Office](#) is located in Hovey Hall 101 and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The main telephone number is 438-7677.

## Sabbatical Leaves and Other Forms of Leave

The sabbatical leave program is intended to maintain and improve the quality of the educational programs of Illinois State University by creating opportunities for the academic employees to acquire new methods and techniques, to broaden outlooks, and to improve professional competency and stature through study, research and other professional development activities.

Sabbatical leaves assist faculty in maintaining and improving their professional knowledge, ability, and skills. Such leaves are not automatically granted to individuals upon completion of a stated period of service. Whether or not sabbatical leaves can be granted in any given year will depend upon the financial situation of the University. For more information regarding the application process, how applications will be judged and application procedures, please visit [Sabbatical Leaves on the Policies web site](#).

Other forms of leave include [Leave without Pay](#) and leaves for Religious Observations. Illinois State University is committed to making reasonable accommodation for employees to observe religious events/holidays. If accommodation cannot be made, employees may use vacation or dock time to observe the event or holiday. Various other forms of leave are described in [Policy 3.1.11 on the Policies web site](#).

## Secondary/Outside Employment

Illinois State University encourages the dissemination of the expertise and creativity of its employees. However, it is the statutory responsibility of the University to establish policies that balance this dissemination with the other important roles of the University and to prevent abuses of the University's resources. Secondary or outside employment is additional employment for which compensation is paid by any external source while the employee is also under full-time contract with the University. This employment includes teaching, consulting and advisory services, and includes all external employment of any sort. Employees on nine month contracts and paid over twelve months may accept outside or secondary employment during the summer months without approval, providing they do not have full time employment with the University for any part of the summer months. The term "under contract" also includes time on sabbatical or paid leave. Honoraria for lectures, artistic performances or literary articles, private income from investments and royalties from books or patents are not considered compensation for secondary employment for purposes of this policy.

### [Secondary/Outside Employment Policy](#)

Required forms available from the Provost's web site:

- Application for secondary/outside employment – [PERS 927](#)
- Year end report – [PERS 928](#)

In all cases, secondary employment must not interfere with a faculty member's full university duties, including teaching, service work and research. Full time tenured/ probationary tenure track faculty must receive prior written approval from the chairperson, dean and provost before accepting outside employment.

## Sexual Harassment

It is the policy of Illinois State University to provide an academic and work environment free from sexual harassment. Sexual harassment is contrary to the standards and mission of the University. Each member of the University community has a responsibility to maintain an academic and work environment free from sexual harassment. Sexual harassment is illegal and will not be tolerated. The University will take whatever action necessary to prevent,

### [Consensual Relations Policy](#)

stop, correct, or discipline harassing behavior. Same-sex harassment violates this policy and is subject to discipline under the same procedures.

Note: Sexual harassment does not include verbal expression or written material that is relevant to course subject matter or curriculum, and this policy shall not abridge academic freedom or Illinois State University's educational mission.

Sexual harassment is defined by federal and state law as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or other form of expressive communication of a sexual nature, when submission to or rejection of such conduct is used as a basis for employment or academic decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or sexually offensive work or academic environment. Examples of behavior that could be considered sexual harassment include, but are not limited to, the following:

- A. sexual assault
- B. submission to sexual advances is explicitly or implicitly required as a condition or term of education or employment, i.e., grades, employment, promotion, letters of recommendation or other privileges
- C. repetitive sexual comments, questions, jokes, gestures or other forms of sexually explicit expression

Any student, faculty member, or staff employee, who believes he or she is the victim of sexual harassment, should report the incident promptly in the manner most comfortable to him or her.

## **University Awards (Advisement, Civic Engagement, Research, Service and Teaching,)**

### **Advisement Award**

The [Herb Sanders Award for Outstanding Academic Advisement](#) was established by friends of Herb Sanders, a member of the Illinois State University faculty from 1949 until his death in January, 1980. The award recognizes advisors who demonstrate a caring attitude for students, who are assertive in their contacts with students and who support campus wide academic advisement.

### **Excellence in Civic Engagement Award**

Illinois State encourages our undergraduate and graduate students to explore social and civic issues, participate in learning activities addressing social or political problems, and develop a sense of civic commitment through intentional curricular and co-curricular activities. This Illinois State University [Excellence in Civic Engagement Award](#) was established in March 2006 to annually recognize an exemplary and ongoing group curricular or co-curricular civic engagement project that promotes intellectual and experiential student learning and understanding of civic engagement. Eligible curricular or co-curricular civic engagement group projects MUST include undergraduate and/or graduate students as well as one or more constituencies such as faculty, staff, administrators, alumni, parents, education leaders, community members, government officials, business leaders, etc.

### **Distinguished Professors**

The designation of [Distinguished Professor](#) exists to enable the University to honor individual faculty members of distinction and to demonstrate to the broader community that excellence is the foundation of the University.

### **Research Awards**

The Illinois State University [Outstanding Researcher Awards Program](#) exists to honor and recognize individuals who have achieved excellence as researchers at Illinois State University. The program provides funding for service awards in three categories:

- Outstanding University Research Award: Recognizes tenure track faculty whose research accomplishments are outstanding among their peers across the entire University and among their peers in their Colleges.
- Outstanding College Researcher Awards: Recognizes outstanding researchers in each college.
- University Research Initiative Award: Presented to new faculty within their first five years who have initiated a promising research agenda early in their academic careers.

### **Service Awards**

The [Service Awards](#) exist to honor and recognize faculty members who have demonstrated excellence in service to Illinois State University. By honoring such individuals, the University demonstrates its commitment to recognizing service as an activity essential to its mission and governance, provides incentive for faculty members to pursue activities that enhance the quality of their service, and emphasizes the importance of outstanding service.

The program provides funding for service awards in three categories: University-level Outstanding Service Award, University-level Service Initiative Award, and College-level Outstanding Service Award.

### **Teaching Awards**

Illinois State University [Outstanding Teacher Awards Program](#) exists to honor and recognize individuals who have achieved excellence as teachers at Illinois State University. By honoring such individuals, the University demonstrates its commitment to teaching as a scholarly endeavor, emphasizes the importance of outstanding teaching, and provides incentives for faculty members to pursue activities that enhance them as teachers.

There are several categories of teaching awards including:

- Outstanding University Teacher Award: Recognizes tenure track faculty whose teaching accomplishments are outstanding among their peers across the entire University and among their peers in their colleges.
- Outstanding University Teacher Award-Category II: Recognizes full or part-time teachers with non-tenure track appointments and administrative professionals and civil service employees with university credit-generating teaching responsibilities.
- Outstanding University Graduate Student Teaching Award: Recognizes outstanding contributions to teaching made by graduate students as part of their program and educational experience at Illinois State University.
- Teaching Initiative Award: Recognizes faculty members who are relatively new to the teaching profession.

## Redbird Card

Your UID [University Identification number \(UID\)](#) provides increased security with regard to identity theft and is printed on your Redbird Card so you do not need to memorize it. Use your new Redbird Card just like you use a credit card for many university services, ranging from check cashing to the library. To use the Redbird Card debit feature, you must deposit money in your Redbird Card Account before making your first purchase. [Locations accepting the Redbird Card](#)  
Deposits to your Redbird Debit Account may be made:

Report lost or stolen ID, by visiting: [iCampus Portal](#), Financial Info Tab and select "Report Card as Lost or Found"

- In person at Student Accounts – Student Accounts Building on Dry Grove St.
- In person at the [Redbird Card Office](#) – Bone Student Center 2<sup>nd</sup> Floor, 438-CARD (2273)
- By visiting one of the 3-D machines located around campus
- By using Credit/Debit cards at the [iCampus Portal](#) (click on the Financial Info tab and select "Add money to my Redbird Card.") MasterCard, American Express, and Discover are accepted.
- By mail to Illinois State University, Debit Account Deposit, Campus Box 1210, Normal, IL 61790-1210.

## Wellness

Illinois State University was one of the first institutions of higher education to establish a [Faculty & Staff Wellness Program](#) over 21 years ago. We're proud and excited to offer a diverse menu of programs and services that include the fitness program for faculty & staff, holistic stress reduction, campus wellness and nutrition fairs, body acceptance month activities, eldercare resources, health screenings, ergonomic reviews, information and support on healthy eating, family activities, and parenting groups and presentations.

## FACULTY SERVICES

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### **University Assessment Office**

The University Assessment Office's (UAO) staff works exclusively in the area of student learning outcomes assessment. In addition to conducting institution-wide projects at multiple points of students' academic and co-curricular experiences, the staff is available as consultants and co-researchers on class, department/school, and unit assessment projects. The [University Assessment Office](#) coordinates General Education Program Assessment and functions as a central location where assessment-related information can be found.

### **Center for Teaching, Learning & Technology**

The [Center for Teaching, Learning, & Technology \(CTLT\)](#) provides leadership and support to the entire Illinois State University campus in the pursuit of innovation and excellence in teaching, learning, and technology. The Center provides material, informational and financial resources that support campus community members in developing instructional, scholarly and professional expertise.

### **Technology**

Campus Technology Support Group provides continuous service excellence enhancing your ability to use technology in instruction, research and creative activities, public service, and administration of Illinois State University. [A-Z Listing of Technology Services for Faculty and Staff](#)

### **Opscan Evaluation Services**

[Opscan Evaluation Services](#) (part of the Center for Teaching, Learning & Technology) provides a variety of test scoring and analysis services to the Illinois State University community with an emphasis on instructionally focused jobs. Generally, scanning is a two step process. The first is data collection where the scanners read the darkened bubbles on the form and write that information to a data file. The second is data processing that puts the collected data in a usable format. In addition to test scoring, our office scans forms and provides output for some research and institutional evaluations.

<p><b>Opscan Services</b> is located in the <a href="#">Instructional Technology &amp; Development Center</a> (ITDC) located at 301 S. Main St., 438-2139</p>
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### **Statistical Consulting Center**

The [Statistical Consulting Center](#) is a service and research unit of the Illinois State, administratively located in the Milner Library. Its staff provides statistical service to faculty, primary researchers, graduate students and staff of the University.

## STUDENT SERVICES

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### A

Absence from Class Notification: [Office of the Vice President of Student Affairs](#), 438-5451

#### Academic Advisement

First-year and general students: [University College Academic Advisement Center](#)  
438-7604, Fell 340

Students with declared majors and 24 credit hours: [Academic Departments and Schools](#)

Graduate students: [Academic Departments and Schools](#)

Academic Support Services: [University College](#), 438-3217, Fell 324

#### Alcohol

[Health Promotions Office](#) coordinates the [Alcohol Tobacco & Other Drugs Program](#) and offers workshops or individual appointments, 438-5948, 2<sup>nd</sup> Floor Student Services Bldg

[Peer Education Workshops](#) are available for classes or groups to promote healthy behaviors and lifestyles. Workshops are interactive and educational and are conducted by trained student volunteer Peer Educators.

### C

#### Counseling (personal and career)

[Student Counseling Services](#), 438-3655, 320 Student Services Bldg

#### Careers (exploration, career fairs, resume assistance, internships, job placement)

[Career Center](#), 438-2200, 185 Student Services Building

#### Clubs (Registered Student Organizations)

[Dean of Students Office, Student Involvement Center & Registered Student Organizations](#)

#### Conflict resolution

[Community Rights and Responsibilities](#), 438-8621, 120 Student Services Bldg

#### Commencement

[Graduation Services](#), 438-2836, 387 Student Services Bldg

### D

[Developmental Math](#) (courses and free learning support), 118 Schroeder Hall

#### Disciplinary procedures, dispute/conflict resolution services

[Community Rights and Responsibilities](#), 438-8621, 120 Student Services Building

#### [Disability Concerns](#) (Learning, Medical/Health, Physical, Psychiatric)

Fell 350, 438-5853, TDD: 309-438-8620

[Diversity Advocacy](#) (Dean of Students Office), 438-8968, 305 N. School St.

## **E**

[Eating Disorder Network](#)

[Employment Opportunities](#) (for students, on and off-campus part-time positions)

## **F**

FERPA (Family Educational Rights and Privacy Act of 1972) - The institution's official response to meeting FERPA is outlined as "The Confidentiality of Student Records" which can be found in the current [Catalog](#).

Finances: [Financial Aid Office](#), 438-2231, Fell 231;

[Student Accounts](#) (tuition rates, student billing), 607 West Dry Grove St., 438-5643  
(intersection of Kingsley St. and Dry Grove St.)

## **H**

[Health Services](#), 2<sup>nd</sup> Floor, Student Services Building

Schedule an appointment: 438-2778, Specific medical questions: 438-7676

Hours: M-F 8 a.m. – 6 p.m.

Homesickness, [Student Counseling Services](#), 438-3655, 320 Student Services Bldg  
(Coping With College Series, group and one-on-one counseling);

[University College Academic Advisement Center](#), 438-7604, 340 Fell Hall

[Dean of Students Office](#), Encourage students to become involved with a student organization, 438-2008, 144 Bone Student Center

[Housing, University](#), 438-8611, Office of Residential Life Building

## **I**

Internships/Professional Practice: [Career Center](#), 438-2200, 185 Student Services Building

Involvement opportunities, [Dean of Students Office](#), 438-2008, 144 Bone Student Center

## **J**

Jobs: [Student employment](#) (on and off-campus, full and part-time)

Full-time (post graduation) – [Career Center](#), 438-2200, 185 Student Services Building

## **L**

[Leadership & Service](#), Dean of Students Office, 438-2151

Learning assistance – [University College](#):

[University Center for Learning Assistance](#), 438-7100, 133 Stevenson Hall;

[Developmental Math](#) (Courses and Lab), 438-3346;  
[Minority Student Academic Center](#), 438-3159, Campus Religious Center, 210 W. Mulberry St.;  
[Student Support Services](#) (for under-represented students), 438-7644, 374 Fell Hall

## **L - continued**

[Legal Services, Community Rights and Responsibilities](#), 438-2571, 120 Student Services Bldg

## **R**

Registration assistance ([Student Services and Referral Center](#)), Moulton Hall 107, 438-2188

## **S**

Scholarships - [Scholarship Resource Office](#), Fell 251, 438-2740

Student Code of Conduct ([Community Rights & Responsibilities](#)), 438-8621, 120 Student Services Bldg

## **T**

Technology:

[TechZone](#) (purchasing computers and equipment), 438-8334 Bone Student Center  
[Computer Help Desk](#), 438-HELP (4357), 115 Julian Hall

Time management:

- University College, [University Center for Learning Assistance](#), 438-7100, 133 STV
- [University College Academic Advisement Center](#) (freshmen, general students), 438-7604, Fell 340
- [Department/School Advisors](#) (students with declared majors and at least 24 hours earned)
- [Student Counseling Workshops](#) (Student Counseling), 438-3655, 320 Student Services Bldg

## UNIVERSITY INITIATIVES

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### **American Democracy Project**

The [American Democracy Project \(ADP\)](#) is a multi-campus initiative that seeks to create an intellectual and experiential understanding of civic engagement for undergraduates enrolled at institutions that are members of the American Association of State Colleges and Universities (AASCU). The ADP is about fostering intellectual and experiential understanding of civic engagement in undergraduates, as well as fostering a commitment on the part of graduating students to engage in meaningful actions as citizens in a democracy.

The [American Democracy Project at Illinois State University](#) is a cooperative effort by students, faculty, staff, and administration. The goal of the Project is to promote civic engagement, in many different forms, on the part of undergraduates, now and in the future. The Project embraces all organized activity designed to promote constructive civic engagement on the part of undergraduates while they are on campus, and after they graduate.

Building on the wide variety of such activity already occurring at Illinois State, the Project is designed to serve as a catalyst for programmatic changes that will ensure all Illinois State undergraduates are fully prepared to assume a responsible role as contributors to civic society.

### **Political Engagement Project (PEP)**

Illinois State University was selected as one of eight institutions to participate in a national American Democracy Project initiative, the [Political Engagement Project \(PEP\)](#). The Political Engagement Project, directed by the Carnegie Foundation for the Advancement of Teaching, addresses the serious problem of political disengagement in young people and advocates a dramatic increase in college and university efforts to strengthen student interest in politics.

The primary mission of the Political Engagement Project is to enhance Illinois State University students' awareness and understanding of political engagement and impact their level of political involvement and leadership.

The focus of PEP at Illinois State is curricular. Three groups of courses are participating in the Project: Communication 110 – Critical Inquiry and Communication; First Year LinC – First year seminar; and Individual and Civic Life – Middle Core General Education courses.

### **FOCUS – (Faculty Opportunities for Creating Civic & Community Understanding Among Students)**

The FOCUS Initiative is a faculty development program designed to emphasize the value of civic and community engagement at Illinois State University. FOCUS, funded through an enhancement funds request, compliments the First Year Experience and General Education and is coordinated through the Center for Teaching, Learning & Technology and the University Assessment Office. It also supplements efforts to incorporate civic and community engagement in individual degree programs.

<p><b>The FOCUS Initiative</b> <a href="http://www.focus.ilstu.edu">www.focus.ilstu.edu</a> <a href="mailto:focus@ilstu.edu">focus@ilstu.edu</a> 438-2135</p>
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The [FOCUS Module Series](#) is a component of the FOCUS Initiative, specifically developed to support Illinois State University faculty with their efforts to incorporate civic and community engagement into the curriculum. The module content was developed by three FOCUS Faculty

Fellows. The Series currently consists of three modules: *What are Civic and Community Engagement?*; *Why Incorporate Civic and Community Engagement?*; and *Innovative Pedagogy for Incorporating Civic & Community Engagement*. Two additional modules are being developed during the summer and fall 2007; the content areas will include: political engagement and innovative partnerships for student learning.

Several Mini-Grants [\$500 each] and collaborative Initiative Grants [\$1500 each] will be offered again this year to fund projects that are closely tied to civic and/or community outcomes. A Department/School Award [\$2500] and Faculty Award [\$1000] will recognize and reward a department/school and an individual faculty member who have demonstrated their commitment to civic and/or community engagement and its benefits to the students, the University, and the community at large. For eligibility and application information visit: [www.focus.ilstu.edu](http://www.focus.ilstu.edu)

## **The First-Year Experience**

We at Illinois State University believe that the first year of college is a critical time in students' lives. We work as a diverse community of learners to provide a supportive environment for our first-year students during their transition to higher education.

To assist the institution with coordinating the first-year experience, the Provost officially approved the creation of the [Council for the First-Year Experience \(CFYE\)](#) in May, 2005. The Council's membership includes faculty, staff and student representatives. The Council is charged with the learning and development of first-year students at Illinois State University.

Faculty are often the first ones to notice when a student is in trouble, academically or personally. In an effort to assist faculty, the Council for the First-Year Experience has developed an electronic resource guide specifically created for faculty teaching first-year students. The [Resource Guide for Faculty Teaching First-Year Students](#) can be downloaded, saved to the desktop, and quickly referenced as needed. The Guide includes a timeline of events/programs that occur during the first year, where/how to refer to students to support services (organized by topic area and easy to navigate), and insights into what first-year students may be experiencing.

## **General Education Program**

The [General Education Program](#) goals embody some of the most important purposes of American higher education. The following four shared learning outcomes represent students' capacity to critically think and solve problems, to comprehend and contribute to diverse and global perspectives, to be a steward of life-long learning, and to advance public opportunity. Additionally, these four shared learning outcomes are certainly credible outcomes that capture the intentions and purpose of General Education in the college curriculum.

Find Gen Ed Goals and Shared Learning Outcomes for your Gen Ed course(s):  
[www.gened.ilstu.edu/faculty/goals/](http://www.gened.ilstu.edu/faculty/goals/)

### *Critical Inquiry and Problem Solving*

Students will develop and communicate a range of interests and curiosities, engaging those interests and curiosities through critical thinking, reasoning, and problem solving.

### *Public Opportunity*

Students will identify the resources and articulate the subsequent value of civic and community engagement.

### *Diverse and Global Perspectives*

Students will be exposed to diverse and global perspectives by developing and communicating an appreciation for the impact made in personal and professional lives.

### *Life-Long Learning*

Students will utilize the skills indicative of an effective life-long learner actively pursuing knowledge and applying new information and skills in interdisciplinary approaches.

The program is an integrated set of courses that focuses on the development of communication and problem-solving skills and abilities, such as persuasion, listening, argumentation; logical and quantitative thinking, and understanding varying perspectives on issues. These skills and abilities provide an essential grounding for work in the student's major. The complete General Education Program consists of 14 courses (42 semester hours), which is approximately one-third of the total credits required for graduation. More information about the Program is available on the [General Education web site](#) and in the [Undergraduate Catalog](#).

### **General Education Program Assessment**

During the 2007-2008 academic year the Institutional Artifact Portfolio [IAP] system for assessing the General Education program at Illinois State University will be piloted by the [University Assessment Office](#). The IAP will be a collection and subsequent review of student work (a.k.a. artifacts) produced for each of four shared learning outcomes [Critical Inquiry and Problem Solving, Public Opportunity, Diverse and Global Perspective, and Life-Long Learning] based upon the 12 goals of General Education. A compilation and analysis of the artifacts will occur and an annual report will be generated based upon a pre-determined assessment cycle.

### *What does this mean for you?*

The system was designed with faculty in mind. We know that your time is valuable so the IAP allows for information to be gathered about our students' development among the four shared learning outcomes without being burdensome to you. When the system is implemented campus-wide in 2008-2009 your participation will be voluntary and will be considered University level service. Once you receive your invitation to participate all you have to do is identify an assignment, or collection of 2 or 3 (maximum) assignments, that address the primary traits for the shared learning outcome being assessed that semester. A simple online form indicating your willingness to participate in the process completes your responsibility as the University Assessment Office will take care of almost all of the remaining details.

What might be more important is what the IAP system *doesn't* mean to you... In no way will the artifacts that you provide be linked to you or your courses personally. The unit of analysis is the *institution*, not an individual faculty member, class, or student.

There will be several opportunities to learn more about the IAP system and the value of your contribution before the Fall 2008 semester. Stay tuned!

### **Scholarship of Teaching and Learning (SoTL)**

Illinois State University and The Center for Teaching, Learning & Technology support the scholarship of teaching and learning (SoTL). At Illinois State, we have defined SoTL as "systematic reflection on teaching and learning made public."

Dr. K. Patricia Cross, a well-known scholar in the field of higher education, has generously endowed the Cross Chair in the [Scholarship of Teaching and Learning \(SoTL\) at Illinois State University](#). The establishment of the of the K. Patricia Cross Endowed Chair in the Scholarship of Teaching and Learning, by K. Patricia Cross, supports and enables the demonstration of Illinois State University's commitment to the promotion of scholarship and research in teaching as a discipline. The Cross Chair will enhance innovation and research in teaching, increase Illinois State's ability to attract outstanding teaching scholars to campus, and help establish a balance of distinction in scholarship work in teaching among all disciplines. The endowment will foster opportunities for interaction and relationships with prestigious national forums.